

Home Occupations

To Whom It May Concern:

The attached is an Information Packet for Home Occupations within the City of St. Charles. Please read the entire document, at the end of this document is a Home Occupation Affidavit, which is to be completed and will need to be notarized. Once the Affidavit has been notarized, you will need to return it to the Building Zoning Division Office for the City of St. Charles. This packet is available online at our local website www.stcharlesil.gov under Applications for Forms.

The Home Occupation regulations are from the St. Charles Municipal Code, Title 17 “Zoning”, Chapter 17.06 “Residence District – General Requirements”, and Section 17.06.010 “Rules and Definitions”. Our Zoning Ordinance is available online at our local website of www.stcharlesil.gov under City Codes.

If you have any questions on this information, please contact Building Zoning Commissioner Robert Vann at the Building Zoning Division Office.

Building Zoning Division
City of St. Charles
2 East Main Street
St. Charles IL 60174

Office No. 630.377.4406
Facsimile No. 630.443.4638

Attachment

RESIDENCE DISTRICTS - GENERAL REQUIREMENTS

Chapter 17.06

RESIDENCE DISTRICTS - GENERAL REQUIREMENTS

Sections:

17.06.010	Home occupations.
17.06.020	Signs.
17.06.030	Conversions.

17.06.010 Home occupations.

The purpose of the home occupation standards and requirements is to allow occupations to be conducted in a dwelling unit which are compatible with the neighborhoods in which they are located and which do not interfere with the rights of the surrounding property owners to enjoy the residential character of the neighborhood.

A. The following standards for home occupations are intended to insure compatibility with the residential use and with the residential character of the neighborhood, and there must be clearly a secondary or incidental status of the home occupation in relation to the residential use of the dwelling unit:

1. A home occupation shall be conducted only by members of the family residing in the dwelling unit.
2. There may be more than one home occupation permitted per dwelling unit; however, the total combined home occupations for any single dwelling unit may not exceed any of the standards set forth in this title. The dwelling unit must be the principal residence of the member(s) of the family conducting the home occupation.
3. A home occupation that services customers or clients at the dwelling unit may attract no more than eight customers or clients per day but not between the hours of nine p.m. one day and eight a.m. the next day.
4. The home occupation shall be conducted entirely within the dwelling unit and shall be limited to three hundred square feet or a maximum of twenty-five percent of the gross floor area of the dwelling unit which includes the basement or attached garage, whichever is less. In addition, up to twenty-five percent of the floor area of a cellar as defined in this title may be used for a home occupation.
5. There shall be no signs on the premises for home occupations other than those permitted for residence districts under this title; no exterior display; no exterior storage of merchandise, goods, supplies, equipment or materials; and no exterior alterations, permanent or temporary, to the principal or accessory buildings that would change the residential character of the structure.
6. Clients or customers of the home occupation may not increase vehicular traffic flow and parking by more than two additional vehicles at a time and any need for parking generated by the conduct of such occupation shall be met by off-street parking spaces which are in keeping with the residential character of the neighborhood.
7. The receipt or delivery of merchandise, goods, or supplies for use in a home occupation shall be limited to the United States Mail, similar parcel delivery service, or private passenger automobile.
8. The use of an accessory building for a home occupation is allowed provided the occupation is conducted wholly within the accessory building and does not exceed three hundred square feet in area.

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9. A home occupation shall not generate noise, vibration, glare, fumes, odors, or electrical interference beyond what normally occurs in a residential use. No home occupation shall cause the rate of water usage (gallons per minute) to exceed the standard rate capable of being produced by the existing water service but in no case shall water usage exceed the rate capable of being produced by a one-inch water service.
 10. Except for articles produced on the premises or incidental to a service provided, no stock in trade shall be displayed or sold on the premises.
 11. The following uses in addition to any which do not satisfy the other standards and requirements set forth herein, shall not be permitted as home occupations:
 - a. Animal hospitals;
 - b. Clinics or hospitals;
 - c. Funeral parlor or undertaking establishments;
 - d. Amusement establishments;
 - e. Clubs or lodges, private, fraternal or religious;
 - f. Renting or sale of trailers or automotive vehicles;
 - g. Vehicle Service Facilities;
 - h. Restaurants or taverns;
 - i. Stables or kennels;
 - j. Food stores;
 - k. Dry cleaning and laundry-receiving establishments;
 - l. Liquor stores;
 - m. Fuel sales;
 - n. Pet shops;
 - o. Furniture sales;
 - p. Wholesale establishments;
 - q. Photography studios, except those which do not have customers or clients coming to the premises;
 - r. Retail stores for stock displayed and/or sold on the premises;
 - s. Animal grooming.(Ord. 1993-Z-19 § 3.)
 12. No home occupation shall be established or operated unless an affidavit is on file in the building and zoning office, except as otherwise provided herein.
 13. A home occupation shall not be established prior to the member(s) of the family conducting the home occupation taking possession of and residing in the dwelling unit.
 14. All garbage and refuse, rubbish, compostable material and recyclable material generated by home occupation must be disposed of in compliance with Title 8, Chapter 24 ("Garbage and Refuse," except for Section 8.24.026), of the St. Charles Municipal Code. (Ord. 1990-Z-1 § 1.)
- B. Day care homes are exempted from the standards and requirements for home occupations set forth in subsection (A) (1), (3), (4), (6) and (8).
- C. For each home occupation, it is required that an affidavit be completed and kept on file in the building and zoning office. The signed affidavit will state the type of home occupation proposed and shall further state that the applicant has read the requirements for a home occupation and

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agrees to comply with them. If a person has been validly operating a home occupation in compliance with previous ordinances as of the effective date of the ordinance codified in this section, he or she need not sign an affidavit but shall be permitted to do so subject however to Section 17.40.060 herein. Such affidavit shall be personal to the occupant, occupation and address listed in the affidavit.

(Ord. 1988-Z-8 § 1; Ord. 1983-Z-5 § 2; Ord. 1960-16 § VII(A) (1).)

17.06.020 Signs.

A. Nameplates are permitted subject to the following regulations:

1. In Residential Zoning Districts, a nameplate shall not exceed one and one half square feet in area, and may indicate only the name of the occupant and the address of the dwelling; there shall be not more than one such nameplate for each dwelling.
2. In R4 districts, only such a nameplate shall be permitted for a single-family or a two-family dwelling; for a multiple-family dwelling a nameplate may not be more than three square feet in area, provided it indicates only the name or name and address of the occupant; such a nameplate may be affixed flat against the building, but not located higher than one story or twenty feet above curb level, whichever is lower. Such a nameplate may also be located in a yard adjoining a street, provided it is not nearer to the street than one-half the depth of the yard, and does not exceed four feet in height.

17.04.245 Home occupation.

"Home occupation" means a gainful occupation or profession conducted by a member of a family residing on the premises, and where the business or profession is conducted within the dwelling.

"Home occupation" means an accessory use of a dwelling unit by a resident thereof for gainful employment involving the manufacture, provision, or sale of goods and/or services. (Ord. 1983-Z-5 § 1; Ord. 1960-16 § III(part).)

Home Occupation Affidavit

Name of Occupant:_____

Name of Business:_____

Type of Home Occupation:_____

Address of Home Occupation:_____

I, the undersigned, certify that I have read Chapter 17.06, Section 17.06.010 and Chapter 17.04, Section 17.04.245 from the St. Charles Zoning Ordinance and I hereby agree to comply with the standards and requirements for home occupations as stated in said Sections.

Signature of Applicant

Address of Applicant

Date

This instrument prepared by:

Robert J. Vann, Building and Zoning Commissioner

City of St. Charles, 2 East Main Street, St. Charles, IL 60174-1984

State of Illinois)

) SS

County of Kane)

I, the undersigned, a Notary Public, in and for said County and State, DO HEREBY CERTIFY that_____

_____ personally known to me to be the same person(s) whose name(s) subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that _____ signed, sealed and delivered the said instrument as _____ free and voluntary act, for the uses and purposes therein set forth.

Given under my hand notarial seal this _____ day of _____, _____

Notary Public

My Commission Expires:_____